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Comptroller

13 July 1959

Chief, Fiscal Division

Procedure for Processing [REDACTED] Construction Contracts 25X1A6b
Using Voucherized Funds.

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1. Contract: The contract citing only the [REDACTED] contract number, is to be forwarded to the successful bidder for signature, and upon its return to [REDACTED] the contract is to be signed on behalf of the Government by the [REDACTED] contracting officer. One signed copy of the contract, showing only the [REDACTED] contract number, shall be returned to the contractor. The original and one copy of the signed contract shall be forwarded to the Chief, Real Estate and Construction Division, O/L, for the "ID" contract number and the allotment code. The Real Estate and Construction Division shall forward the original signed contract to the Fiscal Division with a statement showing legal form approval by the Office of General Counsel.

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2. Standard Forms 1034 or Invoices: The contractor shall render his payment claims in accordance with the terms of the contract - showing the [REDACTED] contract number. The original and two copies, submitted on either Standard Forms 1034 or the contractor's commercial invoices, are to be sent to the contracting officer at [REDACTED] who will forward them to the Real Estate and Construction Division, O/L, for approval for payment. One copy will be retained by HE/CD and the original invoice with the original Office of Logistics approval document attached and one copy are to be returned to the [REDACTED] contracting officer for certification based upon the Real Estate and Construction Division's approval. The copy shall be retained by [REDACTED] The original S.F. 1034 or commercial invoice, with the original Office of Logistics approval document attached, bearing the [REDACTED] contracting officer's approval for payment, is to be delivered by courier from [REDACTED] to the Chief, Fiscal Division, for audit and certification for payment.

3. Check Distribution: The U.S. Treasury check will be sent by the Disbursing Officer to the Chief, Fiscal Processing Branch, Fiscal Division, who will notify [REDACTED] by telephone that the check is ready for pick-up by their courier. The check identification slip (sterile), showing the contractor's invoice number and referring to the [REDACTED] contract number only, will be prepared by the Fiscal Division to support the check. The check and the identification slip will be delivered by the [REDACTED] contracting officer to the contractor. The Fiscal Division will notify the Real Estate and Construction Division when payment is made.

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4. Correspondence to and from Contractor: Inquiries, correspondence, etc., must be handled through the [REDACTED] contracting officer in the same manner as the invoices and checks are handled. In event should any correspondence or other document sent to the contractor by [REDACTED] contracting officer make reference to any contract number except the one assigned by the [REDACTED]

5. The "X" contract number is for internal use only.

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[REDACTED]

Concurrent:

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[REDACTED]
Officer

7/15/59
Date

25X1A9a

[REDACTED]
Security Officer, O/L

7/13/59
Date

25X1A9a

[REDACTED]
Real Estate and
Construction Division O/L

7/13/59
Date

FOIAb3b

Approved:

[REDACTED]
Controller

16 July 1959
Date

MG/mjr
 Distribution:
 Original & 1 - Contracting Officer - via C/Fiscal Division
 ✓ - Comptroller

- 1 - CP/CP/CLK
- 1 - Security Staff/O/L
- 1 - FPP
- 1 - Fiscal Division
- 1 - Budget Division

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